

**IDAHO DEPARTMENT OF PARKS AND RECREATION (IDPR)
GRANT APPLICATION**

READ instructions carefully before completing this application.

*******Use the space provided on this form only.*******

IDPR Use Only

Rec'd by: _____

Date: _____

Applicant Agency: _____

Address: _____

City

Zip

Contact Person: _____

Name

Title

Address: _____

City

Zip

Daytime Phone: _____ Cell Phone: _____ Fax: _____

E-Mail: _____

County (where project is located): _____

Common name of project: _____

Project Location (state highway, area or body of water nearest to the site location and proximity to the nearest town or physical address): _____

IDPR Program from which you are applying for funds: (Check one box only)

☐ Waterways Improvement Fund (WIF)

☐ Recreational Trails Program (RTP)

☐ Recreational Vehicle Account (RV)

☐ Land & Water Conservation Fund (LWCF)

☐ Off-Road Motor Vehicle Fund (ORMV)

☐ Other _____

Grant Amount Requested: \$ _____ **Match Amount Committed:** \$ _____

Briefly describe the overall grant project (In one sentence): _____

It is hereby mutually agreed and understood that the use of these funds will be for the purposes stated in this document only and are subject to the terms of the current Idaho Department of Parks and Recreation's Grant Agreement for this project, as signed by the authorized individuals. It is also understood that the applicant will comply with the appropriate Recreation Program rules as they now exist. Applicants that receive grants involving federal funds must comply with requirements as outlined in the Office of Management and Budget Circular A-133. PLEASE SEE INSTRUCTIONS FOR EXAMPLES OF AUTHORIZED REPRESENTATIVE SIGNATURES.

Signature of Authorized Representative

Title

Typed or Printed Name

Date

FOR WATERWAYS IMPROVEMENT GRANTS ONLY

The County Waterways Committee agrees and understands that this application meets the county's waterways improvement planning requirements.

County Waterways Committee Chair

Please Print Name Here

Date

1) LEGISLATIVE INTENT - How does this project address the needs of the users of this program? Does this project fit the intent of the program? How? (Please refer to the Program Description section of this manual for explanation of legislative intent.)

2) PROJECT URGENCY - Describe the urgency of this project due to potential resource damage, or other impacts that may cause an opportunity to be lost if no action is taken. **If this project is not funded, what affects will it have?**

3) PROJECT IMPACT -

A. Describe how the project creates new opportunities not currently available? (See examples in the application instructions)

B. How does the project address public health and safety issues? (See examples in the application instructions.)

4) PLAN OR SURVEY - Is this project included in an outdoor recreation plan or survey? How does this project relate to the recommendations of the plan? (See application instructions for examples of recreation plans.)

5) **SCOPE OF WORK -**

- a. **Describe what the project will accomplish.** Describe the project planning. Explain, in detail, what will be accomplished, including the number of units, timetable, etc. If equipment, who will be using, number of hours used per year, and for what? (**IMPORTANT:** *Construction drawings or conceptual plans **should be** attached to this application. Please do not use anything larger than 11x17 size paper.*)

- b. Have you discussed this project (in detail) with IDPR staff and/or the respective advisory committee member? Please list the IDPR staff and/or committee member:

Name:

Date Contacted:

6) JUSTIFY THE NEED AND DEMAND FOR THE PROJECT -

Describe the **CURRENT** use in the area (*Waterways, RV, ORMV, and/or other*) and the **POTENTIAL** use expected with the development of this project. (Include user days, types of users, number of users during high use, etc.) Describe the current deficiencies and how they will be corrected with the development of this project. **Why is this project needed?**

7) MAINTENANCE AND OPERATION - Describe provisions for ongoing maintenance and operation of the project (*Who will be responsible for the maintenance and operation and what is the annual budget?*)

8) OBLIGATED MATCHING FUNDS – (a.) List the source, (b.) amount, and give a (c.) description of matching funds obligated to the project. Add column “b” and put total at the bottom.

(a.) CONTRIBUTOR	(b.) AMOUNT	(c.) DESCRIPTION
TOTAL		

*Provide letter(s) of commitment or other documentation to verify the match from **each** contributor. Your match will not be considered without appropriate letter(s) of commitment. Make sure the dollar value is noted on the letter of commitment.*

The total in column “b” must be the same as the total in the “matching share” column “B” on the next page.

9) USER GROUP SUPPORT – Describe the amount of support this project has from its associated user group(s). How has this support been demonstrated? (List supporting groups and attach letters of support.)

10)BUDGET

Project Name: _____

For IDPR Use Only Grant #		Source of Funding		IDPR Use Only
Project Components	(C) Total Cost	(B) Matching Share	(A) Grant Request	Amount Approved
TOTALS				
% of TOTAL	100%	%	%	%

**Round to the nearest dollar and percentage. Be sure to check your addition. Columns A+B=C.*

NOTES:

- q For RV, WIF, and ORMV projects – match is not required (except for motorized equipment as noted below), but more points are awarded to projects with financial commitments from the sponsor.
- q For RTP projects only – A 20% match is required with 5% of the total project being non-federal money.
- q For WIF projects only – grants for motorized equipment valued up to \$50,000 require a 25% match. WIF grants for motorized equipment valued at greater than \$50,000 require a 20% match.
- q For ORMV, RTP, and RV projects - grant requests for motorized equipment over \$1,000 (each) and under \$50,000 (each) shall require a minimum of 50% matching funds to be eligible for funding under Board Policy.
- q For LWCF – 50% match is required.

The following questions are for administrative use and must be completed to establish eligibility of the project.

A. ACCESSIBILITY – Explain how the project complies with accessibility requirements as stated in the Uniform Federal Accessibility Standards, Americans with Disabilities Act Guidelines, or Uniform Building Code? (***Include construction drawings or conceptual plans to support accessibility. Please do not use anything larger than 11x17 size paper.***)

B. SITE DESCRIPTION - Describe the site as well as the surrounding area. Explain the compatibility of the project to the site. (*Include site location map, scale site plan including boundary and utility information, if available.*) If the grant is for equipment, describe where it will be used (include map). Be specific.

C. PROJECT DESIGN - Who will design and/or engineer this project? Is the person/company licensed?

D. PROJECT PERIOD – What are the intended start and completion dates?

Estimated Project Start Date: ____ / ____ / ____

Estimated Project End Date: ____ / ____ / ____

Do not begin on your project or incur costs until notified by an IDPR grants specialist.

E. PROJECTED LIFE OF THE PROJECT/EQUIPMENT -

- ☐ 1-5 years
- ☐ 6-10 years
- ☐ 11-15 years
- ☐ 16-20 years
- ☐ 20+ years

F. USE FEE - Will a fee be charged for use of or access to this project?

☐ Yes ☐ No

If Yes, justify the need to charge and specify the amount, to whom the fee will apply, and how the collected fee will be used. Be specific.

G. PUBLIC INVOLVEMENT - Describe the public involvement process (*in detail*) used in the planning of this project and the results of the input (*attach necessary documentation*). **If your project will impact fish and/or wildlife, the Idaho Department of Fish and Game must be notified.**

NOTE: PUBLIC INVOLVEMENT IS MANDATORY FOR ALL APPLICANTS AS STATED IN IDAPA CODE 26.01.31.100.03. YOUR APPLICATION IS NOT ELIGIBLE WITHOUT PUBLIC INVOLVEMENT!

H. PERMITS - Does this project require any necessary permits or National Environmental Policy Act (NEPA) documentation? ☐ Yes ☐ No

If Yes, ☐ the permits have been obtained (*attach copy*)

☐ the permits have been applied for

☐ the permits have not been applied for

☐ the approved NEPA documentation is complete (*attach copy*)

If Yes, please identify the permits that will be required: _____

I. APPLICANT OWNERSHIP - Describe ownership of the project site:

☐ The application is for equipment/service (*land ownership is not required*).

☐ Applicant owns land (*attach a copy of Fee Simple Title – Is the deed and title clear?*)

☐ Applicant has a Management Agreement or Memorandum of Understanding with the legal landowner/management agency. (Attach copy of MOU and letter of support from landowner)

☐ If ownership is different from above, describe specifically:

J. For Recreational Trails Program Grant Applications ONLY

☐ Motorized ☐ Non-Motorized ☐ Diverse Use (Must check one. See program descriptions)

Project Name _____

INSTRUCTIONS:

This survey is a requirement for funding from the Federal Highway Administration (FHWA) and the Recreational Trails Program. Please complete all items. Only those projects selected for funding will be submitted to the FHWA for their approval. **Please note that any answer enclosed by a box ☐ requires further explanation (on a separate sheet).**

1. Land Use

a. Briefly describe the land use in the project area. Attach a land use map if needed.

b. Is the project consistent with management/development plans for the area? Yes ____ No ☐

Name of Plan _____

2. Socioeconomics

Will the proposed project *positively or negatively impact, or have no effect* on any of the following?

a. Health/Education Facilities	+	no effect	-- <input type="checkbox"/>
b. Emergency Service Providers	+	no effect	-- <input type="checkbox"/>
c. Public Utilities	+	no effect	-- <input type="checkbox"/>
d. Residential Area	+	no effect	-- <input type="checkbox"/>
e. Handicapped, Minorities, or Elderly	+	no effect	-- <input type="checkbox"/>
f. Local Tax Base	+	no effect	-- <input type="checkbox"/>
g. Economic Activity	+	no effect	-- <input type="checkbox"/>

3. Natural Resources

a. Are any of the following in the project area? (*please check*)

Streams	____	Floodplains	____	Wild and Scenic Rivers	____
Rivers	____	Lakes	____	National Natural Landmarks	____
Wetlands	____				

b. Will the project permanently or negatively impact the following?

Soil Erosion or Sedimentation Yes ☐ No ____ Wildlife and Wildlife Habitat Yes ☐ No ____

4. Historic and Archeological Resources

a. Will the project have an effect on historic or archeological resources? Yes ☐ No ____

b. If the project has an effect on historic or archeological resources, Yes ☐ No ____
has the effect been coordinated with the State Historic Preservation Office?

5. Hazardous Wastes

Is there any potential for involvement with hazardous wastes? Yes ☐ No ____

6. Noise

Is there potential for the project to have a noise impact on surrounding land uses? Yes ☐ No ____

7. Air Quality

Will the project have an adverse impact on air quality? Yes ☐ No ____

K. For Land & Water Conservation Fund (LWCF) Grant Applications ONLY

(Further explanation of the project may be described on a separate sheet.)

PROJECT DESCRIPTION:

- I. Project Type: ☐ Acquisition ☐ Development ☐ Redevelopment
☐ Combination: Acquisition & Development
- II. Is the facility part of or adjacent to another recreation facility?
☐ Yes ☐ No
- III. Is the facility a former LWCF Project? ☐ Yes ☐ No If yes, list project number(s) 16-_____
- IV. How many acres are included in the project? _____
- V. GPS Coordinates (Deg./Min./Sec./Dir.) _____
Latitude _____ Longitude _____
- VI. Maps: The 6(f)(3) project boundary map is a dated project boundary map showing the park area to be covered by Section 6(f)(3) of the Land and Water Conservation Act of 1965. The map should provide location, size indicators and a picture of key facilities and landmarks to help later project inspectors better identify and evaluate the site. All streets must be labeled, include a north arrow, etc. The area will be the entire park, open space, or recreation area being developed or added to. The property must remain open to public outdoor recreation in perpetuity.
- Submit a map that shows the location of the site. The location map must give sufficient detail so a person who has never been in the area before can find the site.
- VII. Congressional District where the project is located: _____
- VIII. Does the project acquire or protect wetlands? ☐ Yes ☐ No If yes, please explain.

- IX. What currently exists on the property? (Any existing development, power lines [underground or overhead], sewer or water, buildings, etc.) If support elements such as roads, parking, water, sewer, and power do not exist on the property, please explain how they will be provided. Also describe any changes you will make to them.

FUNDING:

- I. Fifty percent (50%) match is required on all LWCF projects.
- II. The applicant agency will be responsible for the Grand Total in relation to the completed project. Explain how your agency will finance the total cost of the project. Remember, LWCF money cannot be used as "seed money". LWCF only reimburses completed work.

Do not start work on the project prior to receipt of a signed agreement.

Application Process

INSTRUCTIONS FOR COMPLETING THE IDPR GRANT APPLICATION

It is important that you review these instructions prior to preparing your application. Completed applications (1 original plus 15 copies/program, with original photos and maps. Make sure to mark original **after** making your 15 copies.) must to be submitted by **5:00 p.m. (MountainTime), Friday January 27, 2006** to:

Idaho Department of Parks and Recreation
ATTN: Grants Program
5657 Warm Springs Ave.
Boise, ID 83716

IMPORTANT:

- ☐ Use **only** the space provided on the application form.
- ☐ The only attachments should be items such as maps, photos, construction drawings, etc. Place attachments **after** the application.
- ☐ Maps and construction drawings are limited to 11x17 paper.
- ☐ No cover letters.
- ☐ Please **staple** the application **only**. No paper clips or other binder clips. Please do not bind application or use three-ring binders or report covers with clasps.

Applicant - Any public agency or Indian Tribe applying for IDPR grant funds. Only one agency can apply for funds per project. (RTP funds only - private groups are also eligible, see manual for further information.)

Address - The address of the applicant/agency.

Contact Person - The person who will be managing the grant (if awarded), title, address, daytime phone number, cell number, fax number, and e-mail address. This person should be easy to contact and able to answer questions on all aspects of the grant (i.e., construction or financial status).

County - the County in which the project is to be located.

Common Name of the Project - Give the most common name of the site/project.

Project Location - Give a **brief** description of the location of the site with driving directions.

IDPR Program - Check the program from which you are applying for grant funds. Double click on the box to place a check mark inside.

Briefly Describe the Overall Grant Project - Give a **very brief** (in one sentence) explanation of the project.

Signature – All applications must be completed and bear an original signature in ink (preferably blue ink). The authorized representative is the individual representing the applicant with the authority to sign contracts and agreements. Authorized representatives are: City Agency – **Mayor**; County Agency – **County Commissioner**; Forest Service – **Forest Supervisor**, Bureau of Land Management - **Area Supervisor**, Non-Profit Organization – **President**. Fill in the date of the signature, type in the name of the Authorized Representative and his/her title.

For Waterways Improvement Fund Grant Applicants Only -

SIGNATURE OF COUNTY WATERWAYS COMMITTEE CHAIRMAN: All applications for construction **MUST** have the signature of the chairman of the County Waterways Committee. No waterways improvements will be constructed in any county of the state without this approval. The signature does not obligate the county to any legal responsibilities regarding non-county applications. The signature certifies compliance with the Idaho Code and ensures that the application meets the county's waterways improvement planning requirements.

Questions 1-10 will be used by the program advisory committee to rate the project. Questions A-K determine project eligibility before the rating process.

1. Legislative Intent: Explain how this project fits the legislative intent of the grant program (see program fund descriptions).

2. Project Urgency: If this project is not funded what affects will it have?

3. Project Impact:

A. Explain if this project creates new opportunities not currently available. (EXAMPLE – This project will create a new boat ramp in an area that will help disperse boaters on the body of water.)

B. Explain how this project addresses public health and safety issues. (EXAMPLE – Providing a restroom in this area will bring the area up to environmental safety standards.)

4. Plan or Survey: If this project is in a current plan or survey, please describe how it is reflected and give the title of the plan or survey, the date it was issued, and the agency who sponsored the plan or survey. There are many recreational plans where a project could be identified including: State Trails Plan, Idaho Boating Plan, Statewide Comprehensive Outdoor Recreation & Tourism Plan (SCORTP), regional or local plans or surveys.

5. Scope of Work: **A.** Give a *detailed* description of the work that will be accomplished in this grant. Explain who will do what, the process in which it will be accomplished, the number of units to be constructed, the time table and any other information which explains the project ***Do not assume the evaluation committee is familiar with the proposed project.*** Construction drawings or conceptual plans **must** be submitted with this application. Please do not submit drawings or plans larger than 11x17. **B.** If you contacted Idaho Parks and Recreation staff and/or an advisory committee member about your project, list the person's name and when they were contacted.

6. Justify the Need and Demand for the Project: Describe the *current* use of the project site and what the use will be if this project is funded. Indicate the *types of users who will benefit* from the project. Explain the deficiencies, the need for the project and how you determined them. (Photos, aerial photos, maps, etc. are helpful.) Describe how this project will *meet the needs and demands of the users* and how it will benefit the primary user group from the specific grant program. What is the anticipated number of users? Why is this project needed?

Types of users could be:

- RV – motorhomes, van conversions, travel trailers, pickup campers
- WIF – recreational boats, both motorized and non-motorized
- RTP – type of trail user, motorized and/or non-motorized
- ORMV – ATV users, off-road motorbike, snowmobiles

7. Maintenance and Operation: Explain who will be responsible for the maintenance and operation of this project, and what budget is committed for routine maintenance of the project.

8. Obligated Matching Funds:

- Q For RV, WIF, and ORMV projects – match is not required (except for motorized equipment as noted below), but more points are awarded to projects with financial commitments from the sponsor.
- Q For RTP projects only – A 20% match is required with 5% of the total project being non-federal money.
- Q For WIF projects only – grants for motorized equipment valued up to \$50,000 each or less require a 25% match. WIF grants for motorized equipment valued at greater than \$50,000 require a 20% match.
- Q For ORMV, RTP, and RV projects – grant requests for motorized equipment over \$1,000 (each) and under \$50,000 (each) shall require a minimum of 50% matching funds to be eligible for funding under Board Policy.
- Q For LWCF – 50% match is required.

Labor cannot be used as a match for equipment. Value for completed work is not an appropriate match.

Indicate the match to be contributed to the project. (A) Fill in the donor's name/organization, (B) the amount to be donated, and (C) what the donation is for (i.e., construction labor, equipment, gravel, employee services, etc.). Total column "B."

IMPORTANT: Letter(s) of commitment or other documentation to verify the match **must be** submitted with the "original" only, from each donor. The letter of commitment **must** show the dollar value of the match. All match must deal directly with the project in the grant proposal. If the project covers a broad recreational use, do not include the costs of the items that are not related to the application. The match will not be considered without an appropriate letter of commitment. Make sure the dollar value of the donation is noted on the letter(s) of commitment.

Applicants are encouraged to supply their "in-house" engineering, design, labor, and equipment costs as match. In RV, WIF, and ORMV only – the value of engineering and/or architectural fees, that have been incurred one (1) year prior to the grant award, may be used as match if requested. These are also allowable costs for reimbursement if they are applied for and approved in the application. The rates for donated services should be consistent with those paid for similar work in the applicant's labor market. **ALL MATCH MUST BE DOCUMENTED.**

9. User Group Support: Demonstrate how user groups show support for this project. Attach letters of support.

10. Budget: Itemized Project Components: Fill in the item to be funded (i.e. boat ramp, campground, trail reconstruction) and the **total cost** of the item. **Suggestion:** A written estimate or price quote from a contractor or vendor should be submitted with the application. Then list the **matching share** that is committed for that item and the **grant amount** being requested for that item. (The matching share and the grant amount should equal the total cost of the item.)

Total all the columns at the bottom, making sure that all totals are *correct*. **NOTE:** The total amount of match in question #8 that is committed to the project should equal the total amount of match listed on the budget sheet, question #10. Round all dollar amounts to the nearest dollar and all percentages to the nearest whole number. *Please double-check your addition.*

Eligibility Questions

A. Accessibility - Give proof that the project complies with accessibility standards, if applicable. Submit construction drawings or conceptual plans. Applicants requesting equipment should enter NA for this question.

B. Site Description - Explain how the project is suitable to the site. Indicate any unusual existing conditions that would require extensive site preparation. Provide a detailed location map to easily locate the site and a detailed site map. On the map, indicate north, the project site and the use of adjacent property. Photos, aerial photos, location maps, engineering plans, etc., are extremely beneficial. Applicants requesting equipment should indicate the site or area where the equipment will be used. Be specific.

C. Project Design - Indicate who will design and/or engineer this project, if awarded. Indicate if the person/company is licensed. Applicants requesting equipment should enter manufacturer or brand of equipment they are purchasing.

D. Project Period - Indicate the proposed starting date and estimated date of completion for this project. **Do not begin work on your project until after the project is approved and an agreement signed, or after notice to proceed is given by an IDPR grants specialist.**

E. Projected Life of the Project – Check the appropriate box. Double click on the box to enter a check.

F. Use fee - Indicate if a fee will be charged for the use of this project. Applicants are strongly encouraged to provide free public access and use of projects funded with these grant funds. If you intend to charge a fee, submit justification for the need to charge, the amount, to whom the fees will apply, and for what the fees will be used. Be specific. ***NOTE: IDPR Board policy prohibits the charging of fees for use of dump stations constructed with RV funds.***

G. Public Involvement - ***PUBLIC NOTIFICATION IS MANDATORY FOR ALL APPLICANTS – APPLICATIONS WITHOUT PUBLIC INVOLVEMENT ARE NOT ELIGIBLE FOR RATING.*** Explain what has been accomplished to notify the public of this project. Attach any notices, agendas, public comments, etc. with the “original” only. **If your project will impact fish and/or wildlife, the Idaho Department of Fish and Game must be notified.** Examples of public notification are as follows:

Public meeting: A process of coming together to discuss a common topic. The agenda must specifically list the topic of discussion and a public notice of the meeting must be distributed at least 24 hours prior to the meeting.

Public hearing: A session in which witnesses are heard and testimony is taken. The hearing must specifically list the topic of discussion and a public notice must be distributed at least 24 hours prior to the hearing.

Newspaper/radio/TV advertisement: A public notice published in the press or broadcast over the air.

Direct contact with user groups: Contact by letter, announce at users' meeting, brochure, etc. with the possible users of the project.

National Environmental Policy Act (NEPA): Federal agencies may need to complete National Environmental Policy Act (NEPA) documents and submit an approved copy with the application as required by their agency

H. Permits - Indicate the permits (and/or NEPA documents, if applicable) that are required for the project and the status of each. Submit a copy(s) of the permit(s) or NEPA documents, if available, with the “original” only.

I. Applicant Ownership - Indicate the ownership status and attach proof of ownership or management status of the project site with the “original” only. This will ensure authorized use, project liability, management for the life of the project and legal responsibilities. Your project is not eligible without proof of ownership or a management agreement. If you are applying for equipment, check the first box.

J. For Recreational Trails Program (RTP) Applicants Only –

The Federal Highways Administration requires the environmental survey be completed for all projects requesting RTP funds. Check whether the project is primarily for motorized use, non-motorized use, or diverse use (see program description).

K. For Land & Water Conservation Fund (LWCF) Grant Applicants Only – These questions only apply to the Land & Water Conservation Fund Program.

Submit one (1) original PLUS fifteen (15) copies per program (with original photos and maps) of the application by 5:00 p.m., Friday January 27, 2006 to:

Idaho Department of Parks & Recreation
ATTN: Grant Programs
5657 Warm Springs Ave.
Boise, ID 83716
Phone: (208) 334-4199